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16 October 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Inspector General Survey of the
Security Office

1. Reference is made to the report of the Inspector General covering subject, which was transmitted to the DCI under date of 23 July 1954.

2. Reference is further made to the memorandum dated 16 September 1954, same subject, from the Director of Security to the Inspector General setting forth responses of this Office to each recommendation and suggestion in the report; and to the memorandum dated 5 October 1954 to the Executive Officer, Security Office, from the Special Assistant to the Deputy Director (Administration) reflecting interest of the Deputy Director (Administration) in further information on specific recommendations.

3. Itemized below are additional responses to some of the recommendations concerning which the Deputy Director (Administration) has indicated further interest.

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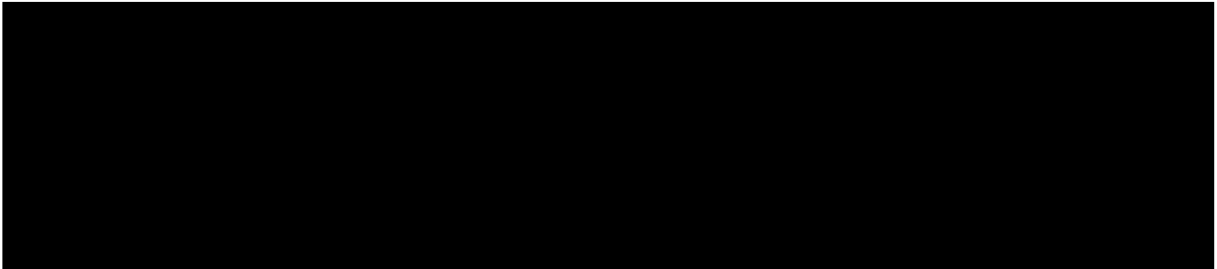
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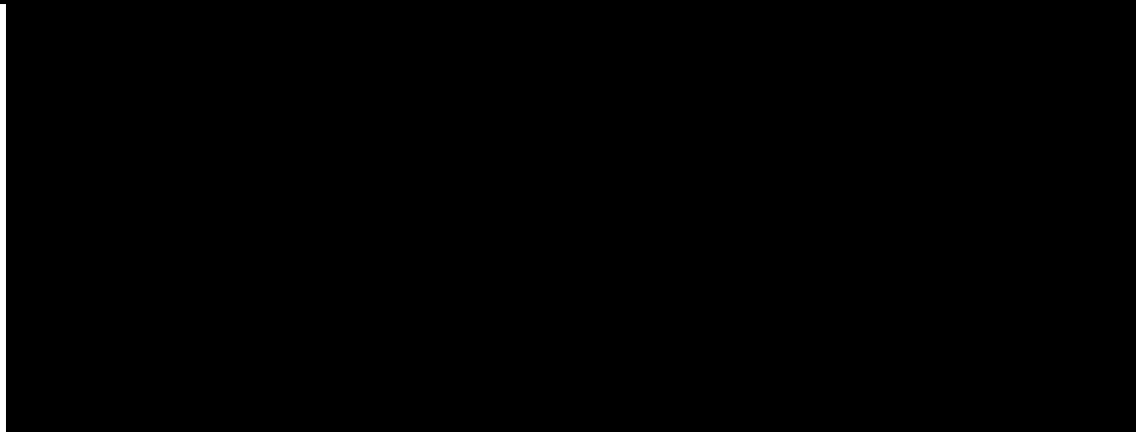
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This Office feels strongly that the present policy governing the polygraph program should not be changed.

RECOMMENDATION #17 - Security Office Career Service Board Activities

COMMENT: The Security Office Career Service Board has devoted itself almost exclusively during its monthly meetings to consideration of current promotion and rotation actions of Security career designees assigned to other components of the Agency. Time has not yet afforded opportunity to give broad consideration to long-range career planning. However, plans have been adopted at this time whereby the Administration Staff of the Security Office will insure that rotation and assignment preferences of all Security Office personnel assigned overseas will be obtained and brought to the attention of the Career Service Board in sufficient time for it adequately to plan well in advance for the rotation of the employee concerned. It is the understanding of the Board that Agency procedures have been established so that rotation assignment preferences will be submitted by the employee eight months prior to his rotation date. This fits in very well with our Career Service Board plans. It is anticipated that the Career Service Board will devote more and more attention to long-range career plans, including timing, training, rotation, and promotion as time goes on. At present, in view of the specialized promotion

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and rotation actions which have occupied the Board, it has not been felt that its minutes are of interest for general dissemination within Headquarters and the Field Offices. However, concurrent with its consideration of long-range career planning, such deliberations reflected in its minutes will be disseminated to the Security Office personnel within Headquarters and Field Offices.

RECOMMENDATION #18 - Personnel Evaluation Reports

COMMENT: With the substitution of the Agency Fitness Report for the Personnel Evaluation Report, the former will now be used throughout the domestic Field Offices.

RECOMMENDATION #20b - Upgrading of the Chief, Operations Branch/Special Security Division, to GS-15

COMMENT: On 7 October 1954, the Director of Security instructed the Chief, Administration and Training Staff, to commence this action without awaiting further the outcome of the current request for increase in grades of Chiefs of Field Offices. In consonance with the recommendation of the Inspector General, the proposed upgrading of the Chief, Operations Branch/Special Security Division, is considered justified in view of the now existing GS-15 grades in two of the Field Offices.

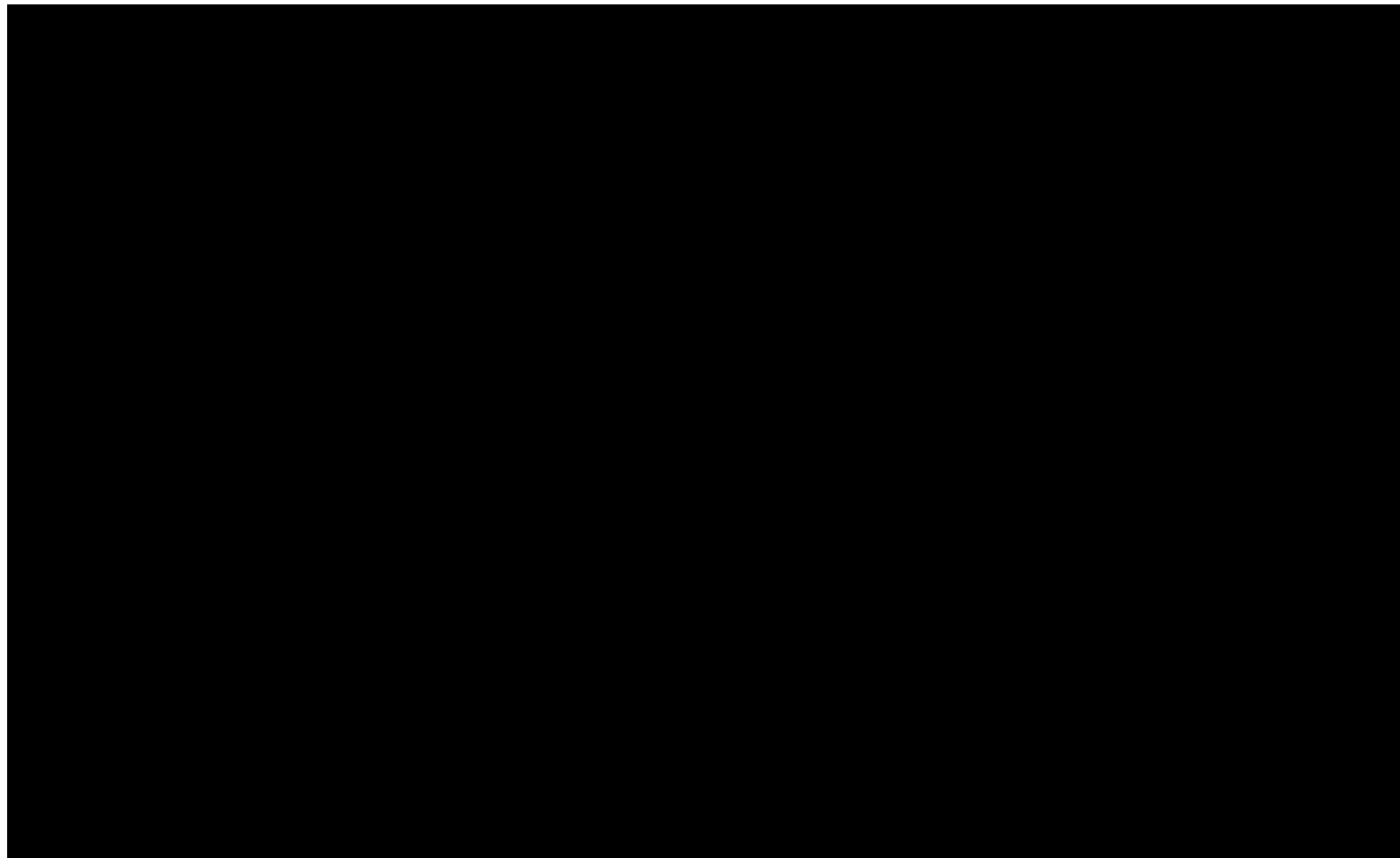
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RECOMMENDATION #201 - Quarterly Conferences

COMMENT: Pursuant to the interest of the Deputy Director (Administration) in following up our 16 September response to this recommendation that steps are being taken to carry it out, this is to advise that the Director of Security has directed all quarterly conferences will devote increased time to giving field personnel indoctrination and information on the subject of CIA activities and developments, both in the intelligence and administrative fields. The Deputy Director of Security and the Chief, Special Security Division, will attend conferences to be held this month in the [REDACTED] [REDACTED] for the express purpose of covering matters referred to in this recommendation.

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[REDACTED]
Sheffield Edwards
Director of Security

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